Minutes of the
28th Annual General Meeting

6 September 2023

Present:	R Hutton (Chair) I Crawford; A Clark; A Groat; G Kitchener; P Rowsby (online); R Elliot and L Fordyce (Board Members) M Fountain; C Tait and C Taylor (by proxy) (Members) C Ironside (Secretary)
In Attendance:	A Hay; K Miller; C Hughes; L McKay; S McKay, A Fraser (Staff)

The Chair welcome everyone to the 28th Annual General Meeting of Manor Estates Housing Association.

1 Apologies for Absence

Received from:

N Hicks; W Raeburn; D Todd; C Meldrum; G Morrison; M Trant; C O'Farrell; J Ness; A Scott; F Gosney; M Singh; J Ness and R Symons

2 Approval of the Minutes of the Meeting held on 7 September 2022

With minor amendments, the minute was accepted as true record of the meeting, Proposed by G Kitchener, seconded by I Crawford.

There were no matters arising.

3 Chair's Report

The Chair spoke to her report: thanking retiring Board member, Nigel Hicks for his 9-year service to the Board both as Chair and Board member. Recently deceased David Lindsay was also remembered for his service to the Board and members noted that MEHA was thanked at his funeral for the compassionate way that our staff handled his housing arrangements. Staff embodiment of the Association's values was noted.

The Chair noted the last year's achievements: in our allocations we have housed 22 previously homeless families; in partnership with Changeworks

MEHA has helped 96 tenants; we have received and passed on £56k of cost of living grants to 500 tenants and MEHA's development at Queensferry Heights is progressing well and will provide 15 mid-market homes and 4 socially rented homes in South Queensferry.

The Chair thanked the Association's tenants, staff, Board for all their work in the past year.

4 Presentation of the Accounts and Balance Sheet for the Year Ending 31 March 2023 together with the Auditor's Report

The Chair invited the Corporate Services Director, K Miller, to present the accounts.

K Miller referred members to the paperwork that had been circulated, specifically the Report of the Board that included detailed information. She noted that the Board has ultimate responsibility for ensuring that the accounts accurately reflect the Association's financial position.

K Miller noted that 2022/23 was another good year financially for the group as we ended the year with £1.4 m surplus before adjustments. K Miller explained this year's pension adjustment, noting that 2022 saw a gain of £544k, while the figure this year showed a loss of £368k. The variation is a result of factors affecting the Association's part of the pension scheme.

K Miller explained the sources of income and the areas of expenditure as outlined in the Annual Review and confirmed that MEHA housing loans amounted to £11.4 million as at 31 March 2023.

K Miller confirmed that the Association now offers a defined contribution pension scheme to staff and noted that all staff are enrolled in the scheme.

K Miller advised those present that the External Audit had taken place, the 4th year that this was done virtually. The Auditor gave a clean report and confirmed that the accounts represented a true and fair view of the Association's financial position.

The Chair thanked K Miller for her presentation.

5 Election of Board Members

The Chair invited C Ironside, Secretary, to announce the results of the Board election.

C Ironside explained that as N Hicks had completed his ninth year of service to the Board, he will be stepping down and wouldn't be seeking re-election.

In accordance with the rules of the Association, at every AGM, 1/3rd of existing Board members or the nearest whole number must retire, for this year that means two Board members must retire. They can seek nomination and re-election.

Anybody appointed as co-optee must also retire and does not count towards the one third. Both R Elliot and D Todd duly retire and stand for election.

The longest serving Board Members since the date of the last election retiring are:

- R Hutton
- P Rowsby

Both members had chosen to stand for re-election.

By the prescribed closing date for Board nominations 9th August 2023, we received a valid and appropriately authorised one nomination form from:

- Ms L Fordyce

C Ironside reported that she had received A Groat's resignation from the Board. A Groat was retiring due to family circumstances and her resignation was reluctantly accepted.

As there were fewer applications than there were spaces on the Board there was no need for an election to take place.

That being the case – the elected Board of Manor Estates Housing Association Ltd for the forthcoming year will consist of

1. Ms Rachel Hutton
2. Mr Andrew Clark
3. Mr Phil Rowsby
4. Mr Geoff Kitchener
5. Mr Ian Crawford
6. Mr Chris Jayne
7. Mr Willie Raeburn
8. Mr R Elliot
9. Mr D Todd
10. Ms L Fordyce

6 Appointment of Auditors

K Miller advised members that Azets were currently the Association's External Auditors and requested that their re-appointment for 2023/24 be confirmed.

The appoint was approved, proposed by G Kitchener and seconded by A Clark.

The Chair advised those present that the business of the AGM was then concluded. She thanked all those present for attending.

The AGM closed at 6.17p.m.

The Chair then invited MEHA's Housing Manager (Alastair Fraser) as part of the Association's CIH celebrations of Scottish Housing Day 2023, to share his experience of working in housing. A Fraser charted his journey over the last 18 years, noting the opportunities provided by MEHA through the process.

The meeting then closed at 6.25